

DATE

## TRANSMITTAL SLIP

TO: D/OL

DD/L ~~RE~~

ROOM NO.

BUILDING

STAT B-07

EO VID

## REMARKS:

SENT APPROVED COPY TO  
C/HCS/FMD After returned to D/L

01-017

FROM:

ROOM NO.

BUILDING

EXTENSION

FORM NO.

1 FEB 66 241

REPLACES FORM 36-8

WHICH MAY BE USED

(47)

STAT (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. OL/OC-ISC Attn: Jim		12 MAY 1988
2. D/OL	<i>[Signature]</i>	1988
3. OL/OC - ISC to File BG1		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Approval to Acquire Additional Space for the  
Office of Security's Polygraph Division

FROM:

John M. Ray  
Director of Logistics

EXTENSION

NO.

OS 8-5542



DATE

31 March 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA  
7D24 Hqs

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Rae:

Because of the amount and annual lease cost for this space, and because of cost of fit-up to meet Agency requirements, the Executive Director's approval is required. (I hope to have this required approval delegated downward to the D/L in the near future.)

We estimate annual lease cost for 20,000 square feet to be \$425,000 and project fit-up cost at \$500,000 to \$700,000. ExDir approval is required on leases of more than 5,000 square feet or \$100,000 annual lease cost. The Certificate of Necessity is required if fit-up exceeds 25 percent of the first year's rent. Cost will be prorated between O/Personnel and O/Security.

John M. Ray

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

## ROUTING AND RECORD SHEET

4

SUBJECT: (Optional)

Request for Approval to Acquire Additional Space for the  
Office of Security's Polygraph Division

FROM:

Director of Security

EXTENSION

NO.

OS 8-5542



DATE

25 MAR 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Logistics

2.

3. DDA  
7D-18 Headquarters4. Executive Director  
7E-12 Hqs

5. C/AS/OS

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM 1-79 610 USE PREVIOUS EDITIONS

ADMINISTRATIVE - INTERNAL USE ONLY

25 MAR 1988

MEMORANDUM FOR: Deputy Director for Administration

~~88-451~~

VIA: Director of Logistics

STAT

FROM: [REDACTED]  
Director of Security

SUBJECT: Request for Approval to Acquire Additional  
Space for the Office of Security's Polygraph  
Division

STAT

1. Action Requested: Approval is requested to acquire and renovate additional office space located on the ground floor and second floor of [REDACTED] Building for use by the Office of Security, Polygraph Division/PS.

STAT

2. Background: In view of recent decisions to relocate another Agency office into a portion of the fourth floor space of the new Headquarters Office Building, previously set aside for the Office of Security, we have readdressed our needs. In conjunction with this, we were recently advised that approximately 20,000 sq. ft. of space located in [REDACTED] Building would be available in the near future. The approximate breakdown of square footage is as follows: 3,700 sq. ft. on the second floor and the remaining 16,000 on the first floor. It is our understanding that the Office of Personnel also wishes to consider approximately 5000 sq. ft. of the aforementioned space to relocate one of their units to the [REDACTED] Building.

STAT

STAT

3. Proposal: Since the area which had been formerly designated for use by the OS/Polygraph Division is no longer available, it is felt that the aforementioned [REDACTED] space would be adequate to meet the remaining Polygraph Division needs; therefore, we propose the following:

STAT

a. Move Polygraph Division, Research Branch, to the 3,700 sq. ft. located on second floor (currently occupied by [REDACTED])

b. Construct testing rooms on the first floor for use by the Polygraph Division for the testing of new applicants. This, we believe, would require 11,000 sq. ft.

OS 8-5542



ADMINISTRATIVE - INTERNAL USE ONLY

STAT

of space. The testing facilities located on the third floor of the building would then be used for the [redacted] Operations and Industrial Polygraph programs. This would provide for a degree of separation of the two activities. Office of Personnel would thus have 5000 sq. ft. of space in which they could relocate one of their personnel employment offices to [redacted] Building.

STAT

3. Cost Considerations: Because of the importance OS places on getting the Polygraph Division fully located into proper office space and productive in the shortest possible time, it is felt necessary that we will need to reprogram appropriate fundings within the Office of Security to cover renovation and related costs. We estimate the FY 1988 rent costs to be \$70K. If approved, we will work closely with Office of Logistics to finalize the cost data and arrange lead time.

STAT

4. Recommendation: Your approval is requested to proceed with the acquisition of the space cited above.

CONCUR:

STAT

[redacted]  
Director of Logistics

31 March 1988  
Date

CONCUR:

STAT

[redacted]  
Deputy Director for Administration

9 Apr 88  
Date

APPROVED:

STAT

[redacted]  
Executive Director

05 MAY 1988,  
Date

\* D/OL concurs with attached caveat.

SUBJECT: Request for Approval to Acquire Additional Space for the  
Office of Security's Polygraph Division

The D/OL concurs with the following caveat:

STAT

As discussed with the former Chief of Support, Office of Security, and a Polygraph Division (PD) representative, [ ] is ultimately destined to become the Applicant Processing Center. We presently consider the assignment of another Agency component to PD's space in the New Headquarters Building to be temporary. My concurrence with this request, therefore, is based on the stipulation that this is a temporary relocation of PD, pending final resolution of its permanent location.

SUBJECT: Request for Approval to Acquire Additional Space for the  
Office of Security's Polygraph Division

The D/OL concurs with the following caveat:

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As discussed with the former Chief of Support, Office of Security, and a Polygraph Division (PD) representative, [ ] is ultimately destined to become the Applicant Processing Center. We presently consider the assignment of another Agency component to PD's space in the New Headquarters Building to be temporary. My concurrence with this request, therefore, is based on the stipulation that this is a temporary relocation of PD, pending final resolution of its permanent location.

STAT

US/AS [ ] ba (24 March 88)

Distribution:

Orig - Adse (To be returned to AS/OS)

- 1 - Ex Dir
- 2 - DDA
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